

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
JUNE 11, 2019
MINUTES

Location: Robbins Library Conference Room

Call to order

Chair Amy Hampe called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Jonathan Gates, Kathy Fennelly, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Trustee Adam Delmolino was not in attendance.

Community Time

There were no members of the public present.

Approval of minutes

The Board reviewed the minutes of the May 14 meeting. Ms. Fennelly moved to approve the minutes. Ms. Calvin seconded the motion. The Board approved the minutes.

Election of Officers (vote)

The Board voted to approve the slate of officers. Ms. Hampe will continue to serve as Chair, Mr. Gates will serve as Vice-chair and Trust Fund Liaison, Ms. Calvin will serve as liaison to the Foundation, Ms. Radochia as liaison to the Friends of the Robbins Library, Mr. Demolino as liaison to the Friends of the Fox Library.

Preliminary Discussion of FY20 Administration and Trustee Goals

The Board discussed the FY20 Administration and Trustee Goals as well as evaluating FY19 goals. The Board suggested including a goal incorporating Equity, Diversity, and Inclusion in the FY20 document. Ms. Nicolay will build status reports on FY20 goals into future Director's Reports. Trustees will review and revisit trustee bylaws, and this will be added as an FY20 goal. Mr. Gates will work with Ms. Nicolay on revising the goals. Ms. Nicolay will include assessment measurements with the final Administration and Trustee Goals presented in August.

Trust Liaison Report

Ms. Nicolay presented the Trust Liaison Report for restricted funds and the Russell Fund. The Board discussed the town Treasurer's plan to explore investment firm options in the future, and recommendations proposed by current Trust Fund Liaison Mr. Delmolino in the draft annual trust fund request to the Treasurer's office, also shared with the board.

FY20 Library Budget Plan

Ms. Nicolay shared the draft FY20 trust fund request. Reflective of the Treasurer's office's non-binding general guidelines, Ms. Nicolay will request 4% of unrestricted and restricted funds be made available to the library.

FY20 Library Trustees Meeting Schedule

The Board will continue to meet on the second Tuesday of every month, with no meeting scheduled in July.

Director's Report

The Board reviewed the Director's report. Ms. Nicolay thanked Ms. Litten for her successful efforts in keeping the Fox staffed during the transition between Fox Branch Managers.

Foundation Liaison Update

Ms. Fennelly reported that the Foundation will be working on revisions to their logo and website.

Friends Liaison Updates

Ms. Radochia reported on the Friends of Robbins Library meeting. New trees will be going into the planters at the front of the library. The Board voiced appreciation for the Friends of the Robbins Library and the work they do for grounds upkeep. The FORL appointed a new program director, Kathy Mulvaney. The Not Your Average Joe's fundraiser was a success, raising about \$400 for the FORL. The FORL is considering a T shirt based on the design of the very popular Robbins and Fox tote bags. The Friends of Fox did not hold an open meeting, though Ms. Nicolay confirmed she submitted the FY20 funding request to the board chair, Scott Weaver, in late May via email.

Communications and Announcements

Ms. Nicolay shared that library received a donation from California specifically for Drag Prom after NPR aired the Drag Prom story. Scott Weaver made a formal request for public records any communication between the Trustees, Foundation, and library staff with Little Fox Staff. Ms. Fennelly shared that the Newton Free Library was open for students to study until 11:00 pm during exam periods.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting

The next meeting will be held on August 13, 2019

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting adjourned at 9:01 p.m.

Materials Distributed:

- June 11, 2019 Meeting Agenda
- Certificate of Receipt of Open Meeting Law Materials
- May 14, 2019 Meeting Minutes
- FY2020 Administration and Trustee Goals
- FY19 Trust Funds Report with Russell Fund Report and Draft Memo Re: Transfer of Funds
- Draft FY20 Trust Funds Overview
- FY20 Meeting Schedule
- May 2019 Director Report with May 2019 Circulation Statistics and Monthly Snapshot